

**THREE VILLAGE CENTRAL SCHOOL DISTRICT
STONY BROOK, NEW YORK**

BOARD OF EDUCATION AGENDA MATERIALS

DATE OF BOARD MEETING: May 18, 2021

DATE SUBMITTED: May 13, 2021

OFFICE OF ORIGIN: Superintendent

CATEGORY OF ITEM: Action

TITLE: APPROVAL OF ADMINISTRATIVE INTERN - WARD MELVILLE HIGH SCHOOL

RECOMMENDATION:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the request from Stony Brook University for an Administrative Internship for Alison Herrschaft. The internship will be at Ward Melville High School, effective June 1, 2021 through December 23, 2021.

BACKGROUND RATIONALE:

William Bernhard, Principal, Ward Melville High School, will be Ms. Herrschaft's cooperating administrator during her internship. Fingerprint clearance is on file.

NOT AN OFFICIAL RECORD; SUBJECT TO CHANGE



THREE VILLAGE CENTRAL SCHOOL DISTRICT
Stony Brook, New York

STUDENT TEACHER/ADMINISTRATIVE INTERN

PLACEMENT REPLY FORM

NAME: Alison Herrschaft **UNIVERSITY/COLLEGE:** SBU

Placement is not possible at this time

Placement is accepted at: WMHS School

INTERVIEW: **DATE:** _____ **TIME:** _____ **CONDUCTED BY:** _____
(Print Name)

(Signature)

Alison is an employee, so no interview was necessary.

PLACEMENT INFORMATION:

Cooperating Grade(s) 10-12 Teacher/Administrator: Bill Bernhard Dates 6/1/21 - 12/23/21

Cooperating Grade(s) _____ Teacher/Administrator: _____ Dates _____

STUDENT TEACHER/INTERN RESPONSIBILITIES:

ATTACHMENTS REQUIRED	
Resume	✓
School Letter	✓
School ID	✓
Driver's License	✓
Fingerprinting Clearance	✓

} all in file

Willen Be
Cooperating Teacher/Administrator/Department Chair
(Signature and Title)

Date

Willen Be
Building Approval Signature (Title)

Date

[Signature]
Assistant Superintendent for Educational Services

5/12/21
Date

INTERNSHIP APPLICATION

Applicant: Alison Henschraft 631-678-6644
(name) (home phone #)
32 Woodhull Road, East Setauket, NY 11733
(address)
afhenschraft@gmail.com 107987538
(e-mail address) (Stony Brook ID #)

Employer: Three Village Central School District Ward Melville High School
(District) (School)
Social Worker 631-730-4976
(Your Position) (Business Phone #)
Place of Internship: Three Village Central School District Ward Melville High School
(District) (School)
380 Old Town Road 631-730-4900
(School Location) E. Setauket 11733 (School Phone #)

Name of Cooperating Administrator: William Bernhard
Title: Principal **Phone:** 631-730-4908

e-mail address: wbernhare@3villagecsd.org
Address: 380 Old Town Rd. E. Setauket NY 11733

Statement of Commitment:

Intern: I will abide by the internship rules set by the University and the school district. I will complete all requirements for the internship, which have been agreed to with both my cooperating administrator and SBU faculty supervisor.

Ami TLA
Signature of Intern

5/10/21
Date

Supervising Administrators: We agree to provide the experiences, which have been identified in the Internship Proposal, and to provide technical administrative guidance as required. We will evaluate the performance of the intern upon completion of the internship.

William Bernhard
Signature of Cooperating Administrator

5/10/21
Date

Cheryl Pedinich
Signature of Superintendent or NYC Principal

5/10/2021
Date